

Join CIFOR-ICRAF and make a difference!



Executive Assistant to Director General (Ref. No. 2355) Office of the Director General (DGO)

The Center for International Forestry Research (CIFOR) and World Agroforestry (ICRAF) envision a more equitable world where trees in all landscapes, from drylands to the humid tropics, enhance the environment and well-being for all. CIFOR and ICRAF are non-profit science institutions that build and apply evidence to today's most pressing challenges, including energy insecurity and the climate and biodiversity crises. Over a combined total of 65 years, we have built vast knowledge on forests and trees outside of forests in agricultural landscapes (agroforestry). Using a multidisciplinary approach, we seek to improve lives and to protect and restore ecosystems. Our work focuses on innovative research, partnering for impact, and engaging with stakeholders on policies and practices to benefit people and the planet. Founded in 1993 and 1978, CIFOR and ICRAF are members of CGIAR, a global research partnership for a food secure future dedicated to reducing poverty, enhancing food and nutrition security, and improving natural resources.

CIFOR-ICRAF is looking for a:
Executive Assistant to Director General (DG)

Overview

With a high degree of independency, The Executive Assistant provides effective and efficient support to the Chief Operating Officer (COO) of CIFOR-ICRAF / Director General (DG) of CIFOR and the running of the Office of the DG (DGO).

Summary of responsibilities

The Executive Assistant is responsible for:

COO/DG

- Manage the COO/DG's agenda and scheduling.
- Help COO/DG prioritize her/his time and appointments.
- Attend meetings (non-scientific) and calls on the behalf of the COO/DG in her/his absence as requested by the COO/DG.

DGO

- Independently or in communication with COO/DG.
- Ensure effective external/internal communication and information flows, including but not exclusively through reviewing and appropriately referring/responding to external/internal correspondence.
- Liaise with CIFOR-ICRAF units regarding matters that require the engagement of the COO/DG.
- Act as focal point for issues affecting the COO/DG or the Office of the DG, including liaising with external agencies on protocol and administrative matters.
- Monitor and revise as necessary information on MyTree related to the COO/DG and DGO.
- Carry out quality control functions for outgoing documents; proofreads and edits texts for adherence to format, grammar, punctuation, and style according to CIFOR-ICRAF communications standard.
- Coordinate the preparation of briefing information for meetings including speaking notes and background materials.
- Take notes of COO/DGO meetings.

- Oversee travel arrangements for the Office of the Director-General, including travel itineraries, visas, hotel bookings, expenses, etc.
- As per the request of the COO/DG, carry out other tasks related to the operation of the DGO or organization at large.

Requirements

Education, knowledge, and experience:

- A relevant university degree, or equivalent qualifications and experience.
- At least 5 years of professional experience relevant to the above tasks in an international working environment.
- Excellent and demonstrated command of English, both written and spoken, is required; knowledge of French and/or Spanish is an advantage.
- Strong computer skills in Microsoft Office.

Personal attributes and competencies:

- Important personal qualities include personal maturity, high level of integrity, diplomacy, good judgement, and strong commitment to confidentiality as well as accuracy, proactivity, ability to work independently in a structured way managing multiple priorities. Readiness to voice suggestions how to change/improve processes.
- High degree of service orientation, courtesy, tact, discretion, ability to collaborate with different professional categories and people of different national and cultural backgrounds and flexibility to respond to changing requirements.
- Good communication skills.
- Ability to travel, if necessary.

Terms and conditions

- This is a Local position. CIFOR-ICRAF offers competitive remuneration in local currency commensurate with skills and experience.
- The initial appointment will be for one year with the possibility of extension contingent upon performance, continued relevance of the position and available resources.
- The duty station will be in Bogor, Indonesia.

Application process

- The application deadline is **28 September 2023**.
- We will acknowledge all applications but will only contact short-listed candidates.

To apply, please visit our career site at:

<http://www.cifor.org/careers> and <https://www.worldagroforestry.org/working-for-icraf>

To learn more about CIFOR-ICRAF, please visit our websites at:

<https://www.cifor-icraf.org>

CIFOR-ICRAF promotes Gender Diversity – Applications from women professionals are encouraged.

CIFOR-ICRAF is an equal opportunity employer. It fosters a multicultural work environment that values gender equality, teamwork, and respect for diversity.